PURCHASING USER MANUAL ..... 1

ADDING SEPARATE FREIGHT OR SHIPPING CHARGES..... 1

INTRODUCTION ..... 1

TO ADD A FREIGHT OR SHIPPING LINE ITEM TO A REQUISITION ..... 1

# PURCHASING USER MANUAL

## ADDING SEPARATE FREIGHT OR SHIPPING CHARGES

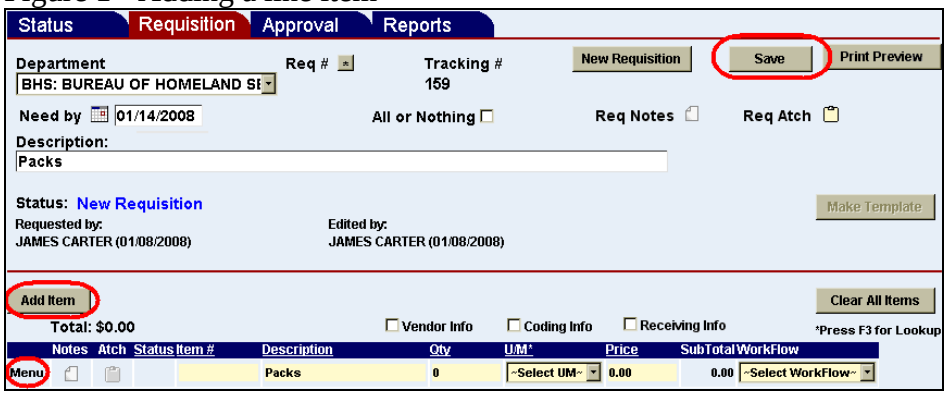
## INTRODUCTION

In some cases, you may need to add a separate line item for freight or shipping charges to a requisition if required by your agency's process or for certain vendors or types of purchases. Freight line items can be added at any point up until the fiscal coding is marked as Coding Complete.

## TO ADD A FREIGHT OR SHIPPING LINE ITEM TO A REQUISITION

1. Click **Add Item** to enter the line item(s) for the goods you are requesting.

Figure 1 - Adding a line item




2. Click **Save**.
3. Click **Menu** next to the line item that you want to add freight charges to.



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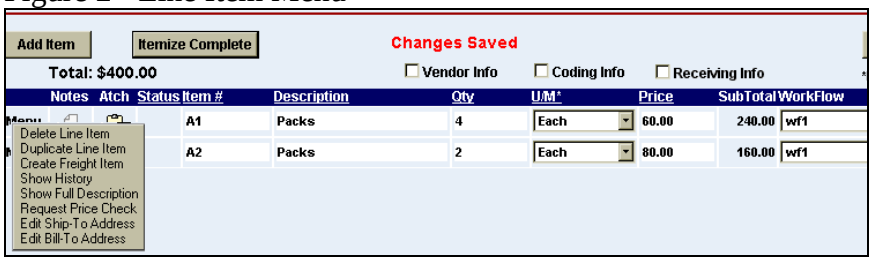
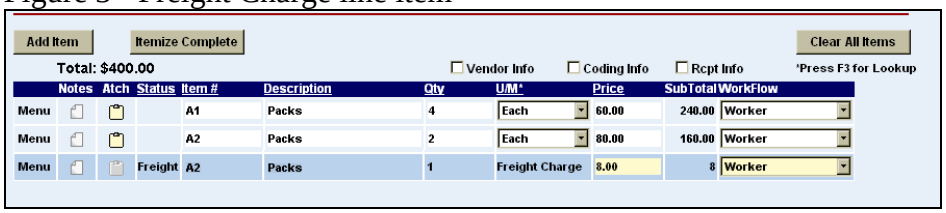
Figure 2 - Line Item Menu




4. Click **Create Freight Item** to create another row to enter freight charges separately.
5. Enter the **Price** for the amount of the charges and select a **Workflow**.

Figure 3 - Freight Charge line item




6. When finished with adding requisition line items and freight charge line items, click **Itemize Complete**.
7. Depending on your agency's process, the requisition will be ready for either authorization or fiscal coding.
8. A freight charge line item can be coded differently than the requisition line item if needed. A freight charge item can also be approved or rejected separately from the line item.



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